

# THE PURCHASING CONNECTION

JULY 2007

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## MISSION and VISION STATEMENT



### MISSION STATEMENT

In support of the College's Mission Statement of partnering with and fostering excellence in the educational, cultural, workforce development and economic growth of the College's service areas, Purchasing is committed to collaborating and assisting the Faculty, Staff, and Business Community in HACC's multi-campus environment with all their

procurement needs.

### VISION STATEMENT

The Purchasing Department will connect with Faculty, Staff, and the Business Community of HACC's multi-campus environment in such a way that the Faculty and Staff will view Purchasing as an accessible, valuable resource that is readily utilized by all departments, and sought after early in the procurement process.

## MEET THOSE WHO PURCHASE AT HACC

### SUE DAVIS:



Sue came to HACC in 2002 from a previous management position at a local restaurant. When there is a question about the workings of Banner, Sue is everyone's go to person. Sue has a love for animals, where she

spends a lot of her free time as a volunteer for a local animal rescue group. Sue is also taking classes in Criminal Justice. When she has time she enjoys non-fiction books.

### MIKE MCENANY:

Mike came to HACC in 2005. He maintains and manages the Clinical Agreements, software and maintenance agreements for the internal customers. Mike came from the manufacturing sector as a journeyman tool & die maker for E.I. Dupont. His experience

as a Production Planner helps in his current position. Oh yes, there is this guitar he plays with a local group on the side.



Cont: page 3

### Contacts:

- ◆ Garry Crider—717-780-1164
- ◆ Sue Davis—717-780-3214
- ◆ Mike McEnany—717-780-2349
- ◆ Kathleen Jones—717-780-2334
- ◆ Fawn Grimes—717-780-2534
- ◆ Eve Mwangi—717-780-

***“... and sought after early in the procurement process.”***

### Inside this issue:

<i>Values Statement—cont.</i>	<b>2</b>
<i>Definitions: Purchase Requisition</i>	<b>2</b>
<i>Process: Request to Payment</i>	<b>2</b>
<i>Meet Purchasing Personnel—cont.</i>	<b>3</b>
<i>Bid/Quote: When Do I Need One</i>	<b>3</b>
<i>Bid/Quote: When Do I Need One —cont.</i>	<b>4</b>
<i>Process: Request to Payment—cont.</i>	<b>4</b>

# THE PURCHASING CONNECTION

## VALUES STATEMENT

Purchasing will achieve our Mission and Vision by:

**Connecting** – Purchasing will reach out to Faculty, Staff, and Business Community’s needs by:

- **Listening** – to better understand their needs in procuring goods and services, and
- **Respecting** – their knowledge and expertise in their areas of discipline.

**Educating** – Purchasing will educate the Faculty, Staff, and Business Community in sound and consistent purchasing methodologies focusing on purchasing policy and procedures, purchasing law, negotiating with the supply base, and the bidding process.

**Maintaining Diversity** – Purchasing is committed in giving our neighbors in HACC’s surrounding communities an equal opportunity in doing business with HACC, with a strong collaboration in encouraging and mentoring the local diverse business base.

**Integrity** – Purchasing will operate every day with the highest level of ethical standards as defined in Purchasing’s Ethics statement.

**Lowering Cost** – Purchasing will stay focused on HACC’s most precious customer – the Student – by lowering costs to make education affordable and contributing to growth and success by gaining increased value for dollars spent.

**Measuring** – Purchasing will continuously evaluate each process and transaction with a critical eye towards implementing processes that are cost effective and value added.

## DEFINITIONS: PURCHASE REQUISITION

**“Although many departments are part of the process, we all operate as one process—one unit.”**

I hear at HACC on numerous occasions from the end user—“I need to complete a “purchase order”. The Purchasing Department completes a purchase order, the end users complete purchase requisitions.

A requisition is the internal document that initiates the users need for services or goods. Through the requisition, it is necessary to give a detailed descrip-

tion of what is needed. The user should never assume the reader will understand what is needed if a complete description is not written. The user needs to communicate to whoever is looking at the requisition what is being requested. If you are requesting custodial services, define the expectations for the supplier—if you do not, you undoubtedly will

not receive the services desired.

In comparison, the purchase order is the external document that is used to relay the information to the supplier. The purchase order is actually the contract between the supplier and HACC when there is no formal written contract from the supplier.

## PROCESS: REQUEST TO PAYMENT

When a good or service is requested and placed on order, there are many areas that are involved in the process. They are: the REQUESTOR; PURCHASING; SUPPLIER; RECEIVING; and ACCOUNTS PAYABLE.

Although many departments are part of the process, we all operate

as one process—one unit.

We all have our own responsibilities and expectations, but we all have to do what is needed so the train does not jump the track. The Requestor needs to completely define their need(s); Purchasing is required to make sure

Policies and Procedures are met and the purchase order defines the buy; the Supplier needs to ship the requested goods and service on time; the Receivers must receive the goods into the accounting system when received; and Accounts Payable is expected

***MEET PURCHASING STAFF - cont.***

**KATHLEEN JONES:**



Kathleen started working at HACC in February 2004 as a temp and in May 2004 started full time in the IT Department as an Administrative Assistant. She is responsible for the procurement and order entry of laptops, computers, hardware, and software college-wide. Kathleen also maintains the software purchases inventory and licenses. Her strengths are project management and organizational skills. Kathleen’s hobbies and interests are spending time with her family, especially her quickly growing 11 year old son.

**FAWN GRIMES:**

Fawn came to HACC in 1991. Fawn purchases AV equipment and media for all campuses of the college. She enjoys being able to talk to many co-workers, as well as other people from all over the country.



Fawn loves the creativity of cooking and has fostered her love of gardening. In her talks with the Grounds / Arbo-retum Department, they have taught Fawn so much about plants, flowers, soil, and mulch that she looks forward to spring just so she can play in the dirt.

**Eve Mwangi:**

Eve is our Student Worker. She has been with Purchasing

for close to a year now. Her primary responsibilities are administrative in nature—answering the department



phone, handling the duplicating activity from the internal customers, and gathers statistical data for the staff. She currently is taking a nursing curriculum at HACC and plans to transfer to a four year college in a year.

Eve is from Kenya. She loves swimming and hanging out with her friends. Eve finds the different cultures and ethnicity very interesting.

**Garry Crider:**

Garry came to HACC in May of 2005. He has close to 30 years experience in Purchasing in the manufacturing, healthcare services, hospital

Services, and now the educational environment. Garry believes in the “cold seat” approach. “Hot seat” means you are in your chair too long. Meeting with our internal customer is the best way to understand their needs, expectations, and environment in order to be effective.

Garry likes to read good novels and American History; doing lawn work; and making jig-saw



puzzles—not the 1000 piece versions, but the 18,000 piece versions.

***BID/QUOTE: WHEN DO I NEED ONE?***

You need to acquire a good or a service. You call a supplier and obtain pricing. You then process a requisition and expect the purchase order to be created and mailed. But good ole Purchasing stops the order. You are told you need to obtain bids/quotes. But you need it now!!

Purchasing hears this continuously during the year. However, Purchasing must enforce Policy No. 222. When do you

need a bid or a quote?

There are three tiers:

Tier 1: Purchases below \$3000

Tier 2: Purchases over \$3000 but below \$10,000

Tier 3: Purchase over \$10,000

When you are buying something under \$3000—you are not required to obtain quotes. But, Purchasing stresses to

find a reputable supplier that offers attractive pricing.

Those purchases over \$3,000 and below \$10,000, you are required to supply three quotes for the good or service. If you need assistance, call Purchasing and they will provide guidance.

Those purchases over \$10,000 must go through a formal bid process and the results must be approved by the Board. Garry Crider, Director of

Purchasing oversees this bid process. This bid process takes anywhere from 5 weeks to 7 weeks to complete. The Board meets the first Tuesday of every month, except July (mid month) and the Board does not meet in August. The resolution or bid results must be presented to Finance approximately 3 weeks before the Board meets.

The requestor must complete a “Scope of Work” which

**THE PURCHASING CONNECTION**

***BID/QUOTE: WHEN DO I NEED ONE - cont.***

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**WE’RE ON THE  
 WEB. GO TO  
 WWW.HACC.EDU  
 UNDER  
 “BUSINESS &  
 COMMUNITY”**

describes the good or service in complete detail. Garry will create the bid document and advertise the bid in the local newspaper for 10 business days. Known suppliers on HACC’s bid list and/or contacts made by the requestor are formally advised that the bid has been issued. Depending on the complexity of the bid, a Bid Conference may be required. And a “Question and Answer” period is allowed. The Proposals are then required to arrive in the Purchasing Department on a specific date and time and are publicly opened. An analysis of the bids are made and the recommended bidder is made to the requestor. If the requestor agrees with the recommendation, the Resolution is prepared and submitted to Finance and the Board. Once the Board approves the Resolution, Purchasing will proceed with a Purchase Order and the Bidders are notified of their standings.

The most important thing to remember for requests over \$10,000 is that you, the requestor, must plan for these types of transactions and contact Purchasing as soon as a need arises.

***We all need to  
 “hand off” to the  
 next department  
 a fine tuned  
 “widget”***

***PROCESS: REQUEST TO PAYMENT - cont.***

to process payment of the invoice by the due date.

So, just because the requisition is created or a purchase order is faxed—the process is not complete. We all need to “hand off” to the next department a fine tuned “widget” or document in this case. If we do not, then the “train” cannot complete its run. The below diagram represents the inter workings between Departments to successfully complete the Request to Payment Process.

